ARIZONA DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION
((STATEWIDE PROJECT MANAGEMENT GROUP))

((EXAMPLE))
SCOPE OF WORK{PRIVATE }

((260 GI 262 H4699 01D
STP-053-2(40)
PAYSON-HEBER HWY (SR 260)
LITTLE GREEN VALLEY SECTION))

((April 2004))

[All sections in red and using Italic format (enclosed or not within parenthesis) are used to mark material for which the Project Manager should provide information in the scope of work with information related to his/her specific project. The material is either information which is common but not required for every project or information that is necessary on every project but is project specific and for which the design Project Manager must insert information.
Once the Design Project Manager updates the respective sections for the project using the correct format (Non-Italic), the rest of the example information should be removed from the project scope; as well as this paragraph.
The information presented in Black lettering and using Non-Italic format represent information which is required for all contracts and should NOT be removed or modified.
Also the contract number must be inserted into the Header and the TRACS number in to the Footer.]

TABLE OF CONTENTS

SCOPE OF WORK

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

SECTION 100 - GENERAL INFORMATION

NOTE:This scope of work is presented in two parts. The Project Scope of Work is contained in this section. It includes information specific to this project.

The section Dictionary of Standardized Work Tasks is presented as a section within the scope of work. It includes information that is common to consultant design contracts. The description of work tasks is presented in Dictionary of Standardized Work Tasks. Not all the work tasks described are necessary on every project.

110 Location

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The project 260 GI 269 H4699O1D, Little Green Valley section of the Payson-Heber Highway, is located on SR 260 in Gila County between the Payson City limit and the Mogollon Rim. The project limits for the Doubtful Canyon section are from approximately MP 262.7 to MP 266.2 from Little Green Valley to Thompson Draw.))

Location and vicinity maps are attached in Appendix A.

120 Description

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Payson-Heber Highway (SR 260) is classified as a principal rural arterial highway on the National Highway System. It serves as a major commercial corridor between Phoenix and northeastern Arizona and provides access to the recreation areas both above and below the Mogollon Rim, as well as the White Mountain Lakes and Ski areas. The corridor is located within the Tonto National Forest.))

The work on this project includes the following:

A. The Design firm shall design and prepare construction plans, technical specifications, quantity computations and related construction documents. **All of the above shall be in English units.**

B. The project involves the design of proposed improvements which will *((EXAMPLE: reconstruct portions of the existing two lane roadway to a four lane divided roadway consistent with the selected alternative in the Location/Design Concept Report (L/DCR). The design shall consider staging, traffic control, temporary transitions and reuse of existing roadway where possible, including wildlife crossings, drainage features, reconnection of local access. The project includes ADOT designed major Bridge structures.))*
((The project includes highway landscaping, irrigation, multi-use pathways, co-ordination and design of Rest Area facilities.))

((C. The design shall include and incorporate all mitigation measures identified in the final L/DCR and Environmental Impact Statement (EIS). Work that is of landscape architectural in

nature may require professional expertise for the agronomic, architectural components of the projects as needed.))

D. The team for the design effort shall include *((EXAMPLE: at a minimum the Federal Highway Administration, Tonto National Forest, National Park Service, ADOT Prescott Construction District, ADOT technical disciplines and other agencies or))* interested stakeholders.

E. Provide post design services as necessary for successful construction of the project

130 Purpose

The purpose of this project is to improve the *((EXAMPLE: capacity, public safety and operational characteristics of this segment of SR 260. This project shall remain sensitive to environmental concerns and mitigation requirements for major construction in a National Forest.))*

((*EXAMPLE:* The purpose of this project is to evaluate and improve the visual, environmental, and operational characteristics of roadside transportation facilities.))

140 Construction Cost

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((EXAMPLE: The Little Green Valley project has been approved by the Transportation Board and is included in the five-year construction program for construction in FY 2001 at an estimated cost of $18,100,000. Costs for utility relocation as described in the DCR are listed under separate items in FY 1999 at an estimated costs of $65,000.))

150 Organization

The Arizona Department of Transportation (ADOT) retains design consultants to perform a variety of *((engineering))* services.

160 Length of Services

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((EXAMPLE: This project will be designed in two phases. Phase I will progress through the Stage II design activities. Phase II will complete the preparation of the construction plans and associated documents. There may be a substantial delay between phase I and phase II. ADOT, at the appropriate time, will determine when Phase II will be performed.))

The length of service is estimated to be *((730))* calendar days *((not including the wait between Phase I and Phase II)).* This begins with the notice to proceed, and includes all reviews by the team and stakeholders through the award of contract. Post design services shall be by a contract modification.

170 Schedule

The consultant shall develop a plan for the design and pre-construction activities necessary for delivering the project in a timely manner consistent with the length of service described in Section 160. The plan shall include a list of activities, estimated duration and resources as well as a CPM schedule and other information as appropriate.

((The consultant shall provide a schedule of major project milestones, through the completion of Stage II,)). An additional schedule shall show the schedule of major milestones for developing the plans from Stage II through to bid advertisement.))

171 Project Schedule

The consultant shall provide a CPM schedule compatible to ADOT's Primavera scheduling system. It shall include the 20 milestones/flags requested by ADOT. An initial schedule shall be submitted within 6 weeks of the notice to proceed. The schedule submitted shall be customized to reflect the exact needs of the project. Work elements for which ADOT has responsibility shall be included in the schedule.

172 Project Schedule Updates

The consultant shall status activities in the schedule in accordance with a schedule furnished by ADOT. Changes to the schedule logic will be submitted to the ADOT project manager for approval. If the milestones show negative float, the consultant shall include a narrative of corrective solutions to put the design schedule back on time for delivery.

173 Monthly Progress Meetings

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The consultant shall attend a regularly scheduled monthly progress meeting. The consultant shall record "minutes" of the progress meeting. The "minutes" shall be distributed to the team within 10 calendar days of the meeting.))

180 Responsibility Chart

Appendix B is a chart indicating the division of responsibilities between the consultant, ADOT and other stakeholders. This chart is intended as a "checklist", in the event of conflict the written Scope of Work shall take precedence.

190 Environmental Documents

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Final Environmental Impact Statement (EIS) should be used as a reference. Mitigation requirements listed in the Environmental Impact Statement shall be incorporated into the project design. The Final EIS is expected to be available by July 1998.))

SECTION 200 - DESIGN REFERENCES

Design references developed and published by ADOT and other agencies and adopted by ADOT for use in the design of this project are listed in the ADOT Project Development Process Manual (2008),

AASHTO LRFD Bridge Design Specifications (2007), MUTCD (2003 Ed.), ADOT Traffic Control Design Guidelines, Signing and Marking Standards (2004), Traffic Signal and Lighting Standards (2004) and the ADOT Roadway Design Guidelines (Jan. 2007).
The following are current or latest edition of Manuals, Guidelines or Policies that may be required by the consultant for Landscape Architecture on projects: A Policy on Geometric Design of Highways and Streets, AASHTO (2004); Roadside Design Guide AASHTO (2006); ADOT Guidelines For Highways on Bureau of Land Management and U.S. Forest Service Lands (2008); ADOT Landscape Design Guidelines for Urban Highways; ADOT Erosion and Pollution Control Manual for Highway Design and Construction (2005); ADOT Post-Construction Best Management Practices Manual for Highway Design and Construction (2008); ADOT Roadway Design Guide (2007); ADOT Maintenance and Facilities Best Management Practices Manual (2008); Application Procedures for Designation of Parkways Historic and Scenic Roads In Arizona (1993); ADOT CADD Standards & Specifications.

The Consultant is advised that while possession of all of these documents is not necessary to successfully complete the project, the Consultant is responsible for designing in accordance with the applicable documents, current revisions, amendments and supplements thereto. The following documents were produced for this project and will be available to the selected design Consultant.

210 Miscellaneous Reports and Studies for this project

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information including the approximate date the report was (will be) created. EXAMPLE:

A. Location/Design Concept Report – [Final pending]
B. Environmental Assessment – [Final pending]
C. Noise Study Report [November 12, 1985]
D. Wetland Evaluation Report [November 12, 1985]
E. Regional Air Quality Analysis [November 12, 1985]
F. Cultural Resource Report [December 15, 1985]
G. Geotechnical Investigation Report [preliminary, June 1985]
H. AASHTO Design Criteria Report [October 12, 1985]
I. Reconnaissance Inventory and Preliminary Assessment of Historic SR 260 and the Payson-Heber Telephone Line. [December 12, 1985]

220 AASHTO Publications

ADOT references and publications shall control the work, and any necessary supplementation should be provided by appropriate AASHTO and/or FHWA references. The ADOT Project Manager will provide guidance and direction.

SECTION 300 - DESIGN CRITERIA

Design of this project will be guided by the ***[EXAMPLE (final Location/Design Concept Report for State Route 260 Payson to Heber and the)]*** basic design criteria listed below. These design criteria will serve as the basis for referencing the project design standards and guidelines referenced in Section 200.

301 Supplemental Design Criteria

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

The design criteria listed in this section and the Project Design Guidelines may be supplemented by Project Design Memorandums provided by ADOT during the course of the project.

310 General

- *Design Year - [2020]*
- *Design Speed - [55 mph – minimum]*
- *Pavement Design Life - [20 years]*

320 Geometry

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

In accordance with Roadway Design Guidelines, the following are specific criteria to be used.

- *Slope Guidelines: [Std. C-02 Series]*
- *Maximum Gradient: [6%]*
- *Minimum Vertical Clearance: [16'-6"]*
- *Maximum superelevation: [0.06 ft./ft.]*

Widths

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

- *Number of Traffic Lanes: [4]*
- *Traffic Lane – [12 ft.]*
- *Shoulder – [10 ft outside shoulder; 4 ft inside shoulders]*
- *Median – [variable, refer to L/DCR]*
- *Intersecting/Side Roadway Widths – [match existing or per approved permit]*
- *Driveway and Turnout Layout – [Std C-06 Series]*

Drainage

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

Design Frequency:

- *Pavement – [10 years]*
- *Cross Culverts – [50 years]*
- *Bridges – [50 years]*
- *Medians – [50 years]*
- *Storm Drain – [10 years]*
- *Channels – [50 years]*
- *Curb and Gutter Type – [Std. C-05 Series]*
- *Maximum Velocity – [Evaluate erodibility of native soil]*
- *Minimum Velocity – [Evaluate deposition of soil]*
- *Allowable Headwater – [To within three inches of lowest elevation of top of pavement]*
- *FEMA Considerations – [Evaluate per ADOT Roadway Design Guidelines, Section 602]*
- *Erosion Control – [To be determined per HEC-14 and HEC-15]*
- *Pavement Drainage – [Evaluate per HEC-12]*

Traffic
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

- *Signing Permanent [Freeway Rural - Conventional Highway]*
- *Signing Temporary [Traffic Control during Construction]*

Other Features
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

- *Guardrail/Barrier Type – [Std C-10 Series]*
- *Fencing Type – [Std C-12 Series]*
- *Cattle Guards – [Std C-11 Series]*
- *Cattle/Game Crossings – [per initial DCR]*
- *Retaining Walls – [Std B-18 Series(June 1992 publication number 31-002) or alternate proprietary retaining wall systems (if appropriate)]*
- *Sound Barrier Walls – [Std 8.01 and 8.02 Series or alternate proprietary retaining wall systems (if appropriate)]*

SECTION 400 - DESIGN WORK PERFORMED BY CONSULTANT

The Consultant shall be responsible for the design work and preparation of construction documents outlined in this section in accordance with the standard design tasks listed in the Dictionary of Standardized Work Tasks. The Consultant shall perform all work in accordance with the most current policies and procedures, unless otherwise directed.

401 Design Features

The Consultant shall be responsible for the design development and construction document preparation for *((EXAMPLE: a segment of new four lane divided roadway for SR 260 as specified in Sections 110 and 120. The design work will be carried to completion of Stage II documents. At that time, ADOT will determine when to go forward with further development of the project, plans and documents.))*

The design will be developed on the basis of *(EXAMPLE: (the Location/Design Concept Report (L/DCR) and Environmental Impact Statement (EIS) provided by ADOT))* and the associated technical reports referenced in Section 200 of this scope.

The Consultant shall coordinate closely with the ADOT Project Manager and other members of the project team*; ((EXAMPLE: this shall include coordination with SR 260 projects concurrent in development))*.

403 Scoping Documents
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

The scoping document is a preliminary report which describes the scope of work for a project and identifies the impacts the project will have on ADOT's resources, the public, other agencies, and the environment. A scoping document is the result of the initial activity associated with the development of the project.}}

405 AASHTO Design Criteria Report
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

AASHTO design criteria was reviewed in the L/DCR stage. The basis of design does not require any design exceptions.

410 Surveys and Mapping
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

The Consultant shall review photogrametric survey data and mapping provided by ADOT.
The Consultant shall perform any additional field surveys necessary.

ADOT Photogrammetry and Mapping has completed the preliminary mapping for this segment of the corridor, all information is developed in English units.

((EXAMPLE: The Consultant shall perform any additional field surveys necessary. The corridor is mapped for 400 feet each side of the existing highway up to the Coyote Springs Road. The Section corners are also tied up to Coyote Springs Road. The above ground features are show. No below ground features have been surveyed. The consultant will need to map several new areas: about 9,000 feet of mainline from Coyote Springs Road to the project limits at the connection with new Fain Road; about 5200 of the new SR89A connector from Fain Road to existing SR89A, approximately 1500 north on Robert Road, and approximately 500 feet south along Glassford Hill road to accurately depict the changes that have occurred.))

((The consultant shall be responsible for delineating the existing R/W. Within 60 calendar days of the notice to proceed the consultant shall establish the alignment survey for the existing roadway, referencing the right-of-way and prepare the record of survey in accordance with Section 410 of the Dictionary of Standardized Work Tasks.))

((The consultant shall be responsible for flagging the project center line for review by the project team. This work shall be completed prior to the date the Project team personnel are scheduled to conduct a field review of the project.))

((Final alignment staking shall include the proposed construction clearing limits within the Forest boundary, based on plans information so that timber clearing limits can be established. Within the boundary of the Tonto National Forest, the clearing limits will be staked at maximum 100 foot intervals. Intervals may be less than 100 foot in order that a minimum of three clearing stakes are visible to the timber crew.))

416 Geotechnical Investigation

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The consultants shall prepare a geotechnical investigation work plan including any necessary access roads for the geotechnical work necessary on the new alignment. This is to be submitted to the USFS for environmental clearance. Approximately 4 to 6 weeks are required for review and approval. The Consultant should plan the work such that the impact resulting from lack of environmental clearance is minimized.))

((Geotechnical investigations by the use of borings will not proceed until resolution of the Mexican Spotted Owl study. Phase I services will be performed based upon existing surface refraction studies, provided by ADOT, and supplemental geological mapping and additional surface refraction seismic studies performed by the consultant. Surface seismic refraction studies may be performed during the Mexican Owl nesting season.))

((A Geotechnical Technical memorandum will be prepared which summarizes the results of all the data and presents recommendations for earthwork factors(shrink and swell), cut and fill slope rates/stability, geologic unit locations (rock blasting, etc.), and suitability for embankment and/or aggregate.))

417 Earthwork

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((Borrow and waste sites within the Tonto National Forest are not readily available. Therefore, the Consultant shall attempt to achieve a rough earthwork balance for the project consistent with the L/DCR, Visual Analysis and other Environmental and Mitigation considerations unless otherwise directed. Environmental considerations are of primary concern, and therefore any balancing to be provided by changes in geometrics must be approved by ADOT. Considerable environmental concerns as well as limited right-of-way may preclude the use of any alternative to achieve an earthwork balance.))

((Waste will be used to reestablish plant life on scarified old roadbed.))

419 Pavement Design

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((Pavement design will be by ADOT Pavement Design Section.))

420 Environmental Studies

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((An Environmental Impact Statement has been prepared for this project. The Consultant shall use both the Approved Location/Design concept Report (L/DCR) and the current Environmental Impact Statement (EIS) as the bases for design.))

((All design activities required to reach the Stage II submittal may proceed concurrent with or in advance of the environmental studies (Cultural Surveys and Biological Surveys) to be performed for this project. Designs shall not proceed past Stage II, unless approved by ADOT.))

((The consultant shall be responsible for incorporating any mitigation measures which are mentioned in the Final Environmental Assessment into the design of the project. The Consultant should refer to the Final DCR for further information. The Final EA and the Final DCR will be available for copying after January 4, 1999, at Ace Reprographics, Telephone (602) 258 - 1508. All design activities required to reach the Stage II (30 %) submittal may proceed concurrent with the environmental studies to be performed by this contract. Activities (i.e., geotechnical investigations, survey, etc.) that require soil or vegetation disturbance may not begin until the appropriate environmental clearance (i.e., cultural resources, hazardous materials, or biological evaluations) is issued. ADOT Environmental Planning Section, in cooperation with the affected federal, state or local agency, will issue the required clearance.))

422 Noise Analysis Technical Report

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((A study of the present and future noise environment adjacent to the project was conducted during preparation of the EA. No abatement is required to mitigate noise impacts. Upon completion of final design, the consultant shall review any changes in vertical or horizontal alignment to assure that

predicted noise levels are not increased, that noise levels do not approach or exceed Noise Abatement Criteria (NAC), and that appropriate noise abatement criteria is implemented.))

424 Archeological Testing and Recovery

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((A Programmatic Agreement has been executed for this project. Where archaeological testing and recovery is determined to be necessary, the Consultant shall provide required technical information on the project to ADOT.))

425 Public Information Meetings and Public Hearings

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((No public information meeting is planned.))

((A public information meeting will be held for this project. The purpose of the meeting shall be to inform the public of the scope and status of the project.

The consultant shall be responsible for the following tasks necessary to assist ADOT in preparing and conducting each public meeting.

1. *The consultant shall coordinate and attend one team meeting prior to the public information meeting.*
2. *Prepare meeting information in the form of graphics, cost estimates, and other material appropriate to describe the project to the public.*
3. *Identify and secure a meeting location and schedule meeting*
4. *Prepare draft advertisement for the public information meeting*
5. *Prepare handout materials (including sign-in sheets, comment sheets, and ancillary materials) not to exceed two hundred (200) copies at ten (10) pages per copy.*
6. *Attend the meeting at an advisory level to answer questions, and if requested by ADOT, give a presentation.*

ADOT will be responsible for publishing legal notices as needed and providing liability insurance for each public meeting.))

429 Hazardous Materials Survey

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((During the development of final plans, ADOT's Environmental Planning Section will review the plans for undetermined impacts and potential to encounter hazardous materials.))

430 Utilities and Railroad

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The consultant shall communicate and coordinate with utility companies, obtain as-built information, indicate existing utilities and planned relocations on construction plans, determine and resolve utility conflicts, and prepare utility special provisions and clearance.))

((During preparation of the Final DCR and the Final EA, contact was made with all known utility companies between Cottonwood and Camp Verde requesting utility information and an indication of possible conflicts. A listing of the utility companies and utility conflicts are included in the Final DCR. The Consultant shall identify all existing utilities by the Stage II (30 %) plans. The Consultant shall identify all required utility relocations by the Stage III (60 %) plans. A new utility, Citizens Utilities, Arizona Gas Division, is requesting sleeving be installed in the new Verde River Bridge for their gas line. Citizen Utilities should be included in any pertinent correspondence regarding this project and may be contacted at (520) 634 - 5556.))

440 Plans and Documents

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall prepare plans and documents for construction of the roadway improvements.))

The consultant shall review and implement the revised Notes 1 and 2 in Section 440 of the Dictionary of Standardized Work Tasks.

445 Bridge Design

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((There are no major structures on this project. All drainage structures can be called out from standard elements.))

((ADOT will design and prepare construction plans for two bridges; the Camp Verde T.I. Underpass and the Verde River Bridge.))

((The Camp Verde T.I. Underpass currently spans the I-17 freeway and is structurally deficient. The new bridge will carry six lanes of traffic. Traffic control at I-17 may influence the structure type selection. The Verde River Bridge is anticipated to be a parallel structure to the existing Verde River Bridge, and will be located immediately upstream (north) of the existing structure. Mitigation measures for the southwestern willow flycatcher and the razorback sucker at the Verde River may influence structure type selection. Arch features at the River are the only aspect of the design which must remain the same as on the existing bridge. Provisions for utility crossing on the structure will be incorporated into the design))

450 Drainage Design

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The consultant shall perform the drainage design for all drainage pipes and structures on the project. The size and location of drainage structures shall be included in the project plans. All design work shall be documented in a Drainage Report.))

((A Final Hydraulics Study will be prepared for the Final Design Concept Report. United States Geologic Survey mapping and ADOT aerial mapping of the corridor were used to delineate drainage boundaries. The drainage analysis utilized the methods and procedures contained in the ADOT Highway Drainage Design Manual, Hydrology, Metric Edition. Peak flows from each drainage basin have been summarized in Appendix C. This information was taken from the July 1996, Initial Hydrology Report, SR 260 - Cottonwood to Camp Verde East City Limit, Project No. 260 YV 209, TRACS No. H 3868 01 L.))

((ADOT will be responsible for preparing the Initial and Final Drainage Reports for the waterway bridge crossing site at the Verde River. The Consultant will be responsible for preparing the Initial and Final Drainage Reports for pavement drainage, median drainage and cross drainage.))

((Many of the existing cross drainage culverts on SR 260, according to ADOT District maintenance personnel, have experienced sedimentation and erosion problems.))

((The Consultant shall make use of existing drainage information, to the extent possible, to eliminate rework.))

453 Section 404

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The consultant will review Federal Emergency Management Agency maps for floodplains in the project vicinity. The project will be designed so there are no effects to a 100-year floodplain. The consultant shall prepare any COE Section 404 permit applications. The consultant shall be responsible for assembling the required data. The responsibility for generation and accuracy of the data is with the technical unit responsible for providing that technical design.

The consultant will evaluate the potential presence of wetlands in the project area.))

455 Landscape Architectural Design and Erosion Control

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall prepare temporary and permanent erosion control plans, specifications and estimates.))

((The Consultant shall integrate into the project the required environmental mitigation as identified in the EIS.))

((The Consultant shall be responsible for completing necessary plans, specifications and estimates required to implement the necessary environmental mitigation as required by the Final Environmental Assessment (if needed).))

((ADOT's Roadside Development Section will continue working with Town Engineer Dan McGinn during final design to determine what kind of enhancements can be provided along the improved SR 260. Additional enhancements ADOT will develop are the "gateway" area intersections of SR 260/Finnie Flat Road and SR 260/General Crook Trail, as well as enhancements associated with any turnback agreement negotiated with the Prescott District Engineer. These enhancements include landscaping, visual screening, and architectural treatments. Turnback enhancements will be designed and constructed by a separate contract.))

((The Consultant will be responsible for the landscape design of the "gateway" areas, incorporation of the landscape design at the "gateway" areas into the project plans, and adjusting the earthwork quantities as necessary. The landscape design work shall be done by a registered Landscape Architect. ADOT Roadside Development Section will review the landscape design.))

((The consultant shall be responsible for the preparation of landscape architectural plans, specifications and cost estimates including landscaping and irrigation plans, site furnishings, and layout plans, temporary and permanent erosion control plans, associated architectural plans, and engineering plans including civil, structural, electrical, mechanical, and plumbing.))

460 Traffic Engineering Design

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((A. The consultant shall perform a "Traffic Engineering Study". The study shall be submitted with the Stage I submittal.))

((B. The consultant shall prepare Phasing and Construction Sequence Report concurrent with the State II submittal. The Phasing and Construction Sequence report shall address items such as construction stage limits, earthwork volumes, mass haul diagrams, construction sequencing, and traffic control.))

((C. The consultant shall determine the need for traffic control plans and prepare traffic control plans for each phase of construction. Summary quantities shall be included on the traffic control plans.))

461 Traffic Engineering Study

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall provide any necessary traffic data that are not provided by ADOT (Section 740) including:

A. Twenty-four hour traffic counts
B. Turning movements at intersections (including, but not limited to ""gateway" intersections between SR 260/Finnie Flat Road and SR 260/Main Street, the SR 260/Industrial Drive intersection, the new intersection approximately 1150 feet east of the SR 260/Industrial Drive intersection to be constructed by this project, SR 260/General Crook Trail, and SR 260/Oasis Drive.))

((The Consultant shall prepare a traffic signal warrant analysis for the newly proposed intersection for the collector roadways for the private developer properties, east of Industrial Drive.))

((The Consultant will provide an updated traffic analysis during final design. This analysis will be the basis for determination of lane configuration and geometrics through Camp Verde, and will be used to determine the number of turning lanes to be constructed at each intersection.))

463 Roadway Lighting and Signalization

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall be responsible for the following:

The Consultant shall provide details and construction documents for new signals at the following intersections.

a) new Intersection, currently unnamed, on SR 260 1150 feet east of Industrial Drive
b) SR 260/Finnie Flat Road
c) SR 260/Main Street))

((ADOT Utility and Railroad Engineering Services, will coordinate with the local electric utility to provide electric service.))

((Conduit will be placed at the future SR 260 intersections with General Crook Trail and Oasis Drive, in anticipation that signals will be warranted at those locations in the future.))

((The existing traffic signals at the I-17/SR 260 Traffic Interchange shall be revamped to accommodate the roadway widening to a six lane section across the bridge and a three lane section at the ramp throat. The NB off ramp and traffic signal have been reconstructed by a previous contract, but design modification to this existing ramp or the new bridge location is required since the work was based on a 5 lane section across the bridge. Revamp of the existing traffic signals at Cliff's Parkway/SR 260 intersection and at Montezuma Castle Highway/Main Street intersection signals will not be a part of this project scope of work.))

464 Signing Plans

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall prepare plans for signing of the roads within the project limits.))
((The Consultant will work with the Town of Camp Verde during final design to determine the types of signs to be installed at the "gateway" intersections to notify motorists of the downtown Camp Verde amenities.))

465 Pavement Marking Plans

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall prepare pavement marking plans for the roadways within the project limits.))

467 Composite Traffic Control Device Plan

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall provide a composite plan indicating signing and pavement markings to facilitate review of the controls and devices that will be visible to motorists.))

471 Right-of-Way Requirements Determination

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall submit to ADOT, in writing, the findings of the Right-of-Way on or before the Stage II (30 % design) submittal. This delineation will constitute the Final Right-of-Way requirements. No revisions or additions to the R/W requirements will be allowed after the final 30 % submittal without the approval of the Project Manager. This information will be used by ADOT to initiate the preparation of R/W plans and documents.))

472 Right-of-Way Acquisition

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall determine the requirements for additional right-of-way. A preliminary identification of R/W shall be made with the Stage II submittal. ADOT will process acquisition of right-of-way.))

((The Consultant shall determine the requirements of new right-of-way (R/W) and easements, including, but not limited to, new roadway R/W, slope easements, drainage easements, temporary construction easements, waste site R/W, access control R/W, borrow pit R/W, haul road R/W, and excess R/W. ADOT will initiate a title search for all affected parcels.))

((Additional Right-of-Way shall be acquired from Private, State, and National Forest Land. Two National Forests, Prescott National Forest, West of I-17, and Coconino National Forest, East of the Verde River, have jurisdiction of Forest Land within the project limits. The Consultant shall prepare the requirements for additional right-of-way. ADOT will acquire the right-of-way and any temporary entry document from the State and National Forests, in accordance with Section 472 of the Dictionary of Standardized Work Tasks. Estimated acreage to be acquired is 72.6 acres Private, 27.7 acres State, and 70.9 acres National Forest.))

((If the Consultant must testify in Court, a contract modification will be written.))

475 Bid Advertisement

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall prepare a draft advertisement for bids. Upon review and approval by ADOT, the Consultant shall prepare the Final Advertisement for Bids.))

480 Cost Estimates

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall prepare combined and detailed estimates.))

485 Specifications

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall identify critical elements of construction.))

490 Special Provisions

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall prepare draft Special Provisions for items, details, and procedures not adequately covered by ADOT's Standard Specifications and Stored Specifications.))

495 Contracts and Specification Process

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall provide support to the Contract and Specification Process.))

SECTION 600 - POST-DESIGN SERVICES
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Consultant shall provide post-design services as listed in Section 600 of the Dictionary of Standardized Work Tasks.))

SECTION 700 - MATERIAL FURNISHED BY ADOT

750 Environmental Studies
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Final EA will be available for obtaining copies after January 4, 1999, at ACE Reprographics, 707 East McDowell Road, Phoenix, Arizona, Telephone (602) 258 - 1508. The Final Environmental Assessment will be provided to the Consultant.))

770 Final Design Concept Report
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((The Final Design Concept Report will be provided to the Consultant. The Final Conceptual Drainage Report for this project will be provided to the Consultant.))

((The Final DCR will be available for obtaining copies after January 4, 1999, at ACE Reprographics, 707 East McDowell Road, Phoenix, Arizona, Telephone (602) 258 - 1508. The Final Design Concept Report, which includes the design exceptions, will be provided to the Consultant.))

SECTION 1000 - CONTRACT ADMINISTRATION

The work in this contract shall be administered in accordance with section 1000 of the Dictionary of Standardized Work Tasks. Additional information is provided below.

1027 Site Visit
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((A site visit will b held within thirty (30) working days of the receipt of written Notice to Proceed.))

1050 Value Analysis
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((This project will have a "Value Analysis" review.))

1060 Reviews and Submittals
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((There will be joint progress meetings with other designers on this corridor.))

((There will be a construction phasing and design impact meeting after submittal of the Stage II documents.))

((A Construction Partnering seminar is planned for this project.))

((All plans and roadway cross sections shall be true half size black and white sheets.))

((The consultant shall review the revised Sections 1060 through 1065 of the Dictionary of Standardized Work Tasks.))

1062 Stage I Design Submittal
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((An informal review and discussion of the project shall be held at the Consultant's office prior to the Stage I review submittal.))

1063 Stage II Design Submittal
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((Subsequent to submittal of the Stage II documents, a design review meeting may be held at the project site.))

1064 Stage III Design Submittal
THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

((Subsequent to submittal of the Stage III documents, a design review meeting may be held at the project site.))

1065 Stage IV Design Submittal

As per Dictionary of Standard Work Tasks

1066 Final Submittal

As per Dictionary of Standard Work Tasks

APPENDIX A
LOCATION MAP

THIS SECTION IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

RESPONSIBILITY CHART
APPENDIX B

THIS APPENDIX IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

{{Identify elements in the table that are part of the project.}} **Page 1 of 4**

	ITEM	SCOPE SECTION	CONSULTANT	ADOT	OTHERS
A	**AERIAL MAPPING (complete)**	410			
1.	Geodetic Control			**X**	
2.	Photogrammetric Control & Panels			**X**	
3.	Aerial Photography			**X**	
4.	Plotter Compilation			**X**	
	a. Planimetric Map			**X**	
	b. Contour			**X**	
	c. Topographic Map			**X**	
B	**CONTROL SURVEYS (complete)**	410			
1.	Geodetic Control			**X**	
2.	Horizontal		**X**	**X**	
3.	Vertical		**X**	**X**	
4.	Topographic Map			**X**	
5.	Utility Locations		**X**		
6.	Right-of-Way		**X**		
7.	Roadway Cross Sections		**X**		
8.	Drainage Cross Sections		**X**		
9.	Structures Surveys	**N/A**			
C	**ENVIRONMENTAL (complete)**	420			
1.	Environmental Analysis Document	421		**X**	
2.	Air Quality Technical Report	422		**X**	
3.	Noise Analysis Technical Report	422		**X**	
4.	Cultural Resources Survey	423		**X**	
D	**MATERIALS INVESTIGATION**	415			
1.	Provide Soil Survey	416	**X**		
	a. Roadway		**X**		
	b. Lateral Ditches		**X**		
	c. Earthwork	417	**X**		
	d. Retention/Detention Ponds		**X**		
2.	Provide Bridge Foundation and Retaining/Sound Wall Foundation Investigations	**(N/A) (416)**			
3.	Provide Testing and Analysis	417	**X**		
4.	Provide Pavement Design	419		**X**	
5.	Materials Memorandum	419		**X**	

RESPONSIBILITY CHART
APPENDIX B

{{Identify elements in the table that are part of the project.}} **Page 2 of 4**

	ITEM	SCOPE SECTION	CONSULTANT	ADOT	OTHERS
E	**DESIGN TRAFFIC DATA**	460			
1.	Gather Statistics	**N/A**			
	a. 2-Way ADT	**N/A**			
	b. Turning Movements	**N/A**			
	c. 24 Hour Traffic Counts	**N/A**			
2.	Prepare Traffic Data Sheets	**N/A**			
3.	Prepare Equivalent 18 Kips	**N/A**			
4.	Prepare Traffic Analysis	**N/A**			
5.	L.O.S. Analysis	**N/A**			
6.	Comp. Traffic Control Device Plan	467	**X**		
F	**RIGHT-OF-WAY**	470			
1.	Develop Requirements	471	**X**		
2.	Secure Title Search	472		**X**	
3.	Prepare R/W Plans and Legal Descriptions	472		**X**	
4.	Prepare Transfer Documents	472		**X**	
5.	Provide Appraisals	472		**X**	
6.	Negotiate Right-of-Way	472		**X**	
7.	Condemnation Proceedings	472		**X**	
8.	Testify in Court (by contract modification)	472	**X**	**X**	
9.	R/W Cost Estimates	472		**X**	
10.	Relocation Assistance	472		**X**	
11.	Property Management	472		**X**	
12.	Clearance Letter	472		**X**	
G	**CONSTRUCTION PLANS**				
1.	Plot Design Survey	410	**X**		
2.	Roadway Plans & Retaining/Sound Wall Design **(only roadway plans)**	440	**X**		
3.	Drainage Design	450	**X**		
4.	Bridge Design	**(N/A)(445)**			
5.	Roadway Lighting Plans	**N/A**			
6	Traffic Signal Plans	**N/A**			
7	Signing & Pvmt Marking Plans	464-465	**X**		
8	Utility Adjustment Plans	433	**X**		
9	Maintenance of Traffic Requirements	462	**X**		
10	Landscape Architectural Design	455	**X**		
11	Architectural Design				
12	Plumbing and Mechanical Design				
13	Electrical				

RESPONSIBILITY CHART
APPENDIX B

{{Identify elements in the table that are part of the project.}} **Page 3 of 4**

	ITEM	SCOPE SECTION	CONSULTANT	ADOT	OTHERS
H	**SECTION 404 PERMIT**	453			
1.	Coordinate with Permitting Agencies		**X**	**X**	
2.	Prepare Permit Application		**X**	**X**	
	a. Forms			**X**	
	b. Sketches		**X**		
	c. Hydraulic Calculations		**X**		
	d. Supporting Documents		**X**		
3.	Process Permit Application			**X**	
I	**UTILITY & RAILROAD**	430			
1.	Utilities Conflict Identification	431	**X**		
2.	Prior Rights Information			**X**	
3.	Conduct Utility Pre-Design Conference		**X**	**X**	
4.	Review Utility Adjustment Plans		**X**		
5.	Secure Utility Relocation Schedule		**X**		
6.	Secure Utility Agreements			**X**	
7.	Process Relocation Schedule & Agreement			**X**	
8.	Clearance Letter		**X**	**X**	
J	**COST ESTIMATES**	480			
1.	Prepare Construction Cost Estimates		**X**		
2.	Prepare R/W Cost Estimates				
K	**SPECIAL PROVISIONS**				
1.	Roadway Construction Plans		**X**		
2.	Bridge Plans	**N/A**			
3.	Signing & Pavement Markings		**X**		
4.	Traffic Signal Plans	**N/A**			
5.	Preparation for pre-bid conference		**X**		
6.	Attend pre-bid conference		**X**		

RESPONSIBILITY CHART
APPENDIX B

{{Identify elements in the table that are part of the project.}}

	ITEM	SCOPE SECTION	CONSULTANT	ADOT	OTHERS
L	**CONTRACTS AND SPECIFICATIONS PROCESS**	490			
	1. Respond to questions on Final		**X**		
	2. Final Revisions		**X**		
	3. Addenda to Final, as required		**X**		
	4. Preparation for pre-bid conference		**X**		
	5. Attend pre-bid conference		**X**		
M	**POST DESIGN SERVICES**	600			
	1. Respond to questions on project under construction		**X**		
	2. Review and approve shop drawings		**X**	**X**	
	3. Provide contact person		**X**		
	4. Provide As Built plans requirements		**X**		
N	**VALUE ANALYSIS**	1050			
	1. Roadway Construction Plans Review		**X**	**X**	**X**
	2. Bridge Construction Plans Review	**N/A**			
	3. R/W Plans Review				
O	**SUBMITTAL REVIEWS**	1060			
	1. Roadway Construction Plans Review		**X**	**X**	**X**
	2. Bridge Construction Plans Review	**N/A**			
	3. Design Concept Report Submittal	**N/A**			
	4. Environmental Reports	**N/A**			
	5. Stage I Design Submittal	1063	**X**	**X**	**X**
	6. Stage II Design Submittal	1064	**X**	**X**	**X**
	7. Stage III Design Submittal	1065	**X**	**X**	**X**
	8. Final Design Submittal	1066	**X**	**X**	**X**

The following is the distribution of reports, plans, estimates and special provisions as specified in Paragraph 1060 of the Scope of Work.

THIS APPENDIX IS PROJECT SPECIFIC. The Design Project Manager should fill out this section using his/her project information. EXAMPLE:

APPENDIX C
DISTRIBUTION LIST

PLANS - SPECIAL PROVISIONS - COST ESTIMATES (Stage I, II, III & IV)

Location	Title	No. of copies
((City of Payson	Engineer))	1
((Gila County	County Engineer))	1
((Tonto Forest	Lands Officer))	1
Bridge Group	Bridge Design Leader	1
Contracts & Specifications	Transportation Engineer	1
District	Development Technician	4
Environmental Planning	Manager	1
FHWA	Area Engineer	1
Materials	Sr. Pavement Design Engineer	1
Materials	Geotechnical Section Engineer	1
Right-of-Way Plans	Manager	1
Roadside Development	Manager	1
((Roadside Development	National Forests Coordinator))	5
Roadway Design Section	Engineer-Manager	1
Roadway Drainage Section	Engineer-Manager	1
Roadway Predesign Section	Engineer-Manager	1
Statewide Project Mgmt Section	Project Manager	1
((Traffic Design	Traffic Engineer))	1
((Traffic Electrical Design	Traffic Engineer))	1
Utilities & Railroad	Engineer-Manager	1

CROSS SECTIONS, if required

District	Development Technician	4
Materials	Geotechnical Section Engineer	1
((Roadside Development	National Forest Coordinator))	3
Roadway Design Section	Engineer-Manager	1
Roadway Predesign Section	Engineer-Manager	1
Statewide Project Mgmt Section	Project Manager	1
Traffic Design	Traffic Engineer	1

AASHTO REPORT, if required

Roadway Group	Assistant State Engineer	2
Statewide Project Mgmt Section	Project Manager	1

APPENDIX C
DISTRIBUTION LIST

Location	Title	No. of copies
	DRAINAGE REPORT	
((Bridge Group	Bridge Design Leader))	1
Bridge Group	Bridge Drainage Design Leader	1
District	Development Technician	1
Roadway Drainage Section	Engineer-Manager	1
Roadway Design Section	Engineer-Manager	1
	FOUNDATION REPORT, if required	
((Bridge Group	Bridge Design Leader))	2
Materials	Geotechnical Section Engineer	3
	GEOTECHNICAL REPORT	
Materials	Sr. Pavement Design Engineer	1
Materials	Geotechnical Section Engineer	3
	MATERIALS DESIGN REPORT/PAVEMENT DESIGNS	
Contracts & Specifications	Transportation Engineer	1
District	Development Technician	1
Materials	Sr. Pavement Design Engineer	3
Statewide Project Mgmt Section	Project Manager	1
	UTILITY REPORT	
District	Development Technician	1
Utilities & Railroad	Engineer-Manager	1
Statewide Project Mgmt Section	Project Manager	1

APPENDIX D
FINAL COST PROPOSAL

APPENDIX E
PAYMENT REPORT

APPENDIX F

EVALUATION SCHEDULE

PHASING AND EVALUATION SCHEDULE
FOR DESIGN PROJECTS

On consultant design contracts, the project design milestones are after the Stage II (30%), Stage III (60%), and Final (100%) design submittals. Contract Constructibility will also be evaluated by District personnel. Evaluations at these milestones provide indications of how the design is progressing and what steps have been taken to assure effective and efficient practices during construction. The evaluations should be completed after all major issues of a design submittal have been resolved. When this schedule is followed the evaluation document is an extension of the design submittal review process.

It is recommended that the letter of transmittal to the design consultant from the Project Manager be similar in content to the attached sample transmittal.

RECOMMENDED EVALUATION FILING DATES

Stage II Design Submittal (30%)	**5 DAYS after all major design submittal review issues have been resolved**
Stage III Design Submittal (60%)	**5 DAYS after all major design submittal review issues have been resolved**
Final Design Submittal (100%)	**5 DAYS after all major design submittal review issues have been resolved**
Contract Constructibility (Partnering Close-out form will be used)	**5 DAYS after construction is complete and project has been accepted.**

Notes: 1. A design submittal evaluation should not be more than six weeks after the design submittal date.

EVALUATION MEASUREMENTS/COMMENTS

The following measurement standards for performance evaluation factors may be used:

"5" rating is for outstanding performance which exceeds the Scope of Services. Examples are design and/or construction cost savings, substantial time savings, unprecedented level of community involvement, error free plan submittals, etc. The award of this rating will be infrequent, as Consultants are selected on their qualifications and are expected to produce the best product possible.

"3" rating is for performance which has met the Department's expectations based on the Scope of Services. Examples are within scope, budget, and on time; acceptable communication and coordination; minimal changes to plan submittals, etc.

"1" rating is for unsatisfactory performance which has not met the Department's expectations based on the Scope of Services. Examples are not meeting schedules, exceeding the design and/or construction budgets, major revisions required on plan submittals, poor communication and coordination, etc.

NOTE: Additional comments are required in the space provided for the ratings.